

ST. STEPHEN'S CHURCH OF ENGLAND JUNIOR SCHOOL

Headteacher: Louisa Wilson

South Gloucestershire Council

Learning to Change the World



**Meeting of the Full Governing Body (FGB)
Tuesday 19 May 2020 at 5.30 pm**

Present: Phillip Webb (PW-Chair), Louisa Wilson (Ht– Headteacher), Hannah Phillips (HP), Colin Brough (CB), Nicola Read (NR), Kristina Parfrey (KP), Dave Hanks (DH), Lynsey Lowrie (LL), Anita Randen-Green (AR-G) and Rev Lisa Wigmore (LW)

In Attendance: Rachael Simeone (RS - Clerk)

Note: Documents referenced as 'on file' can be found on 'Team Drives /Governors Cloud / 2019 - 2020 School Year/Meetings/Full Governing Body/ 2020 – 19 May.

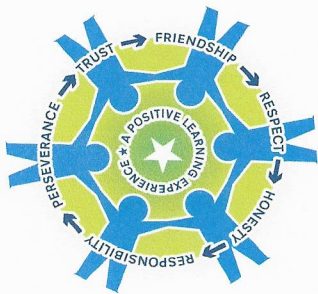
Item		Action by
1a	<p>Welcome and Opening Prayer</p> <p>PW welcomed all to the meeting. Due to the current Covid-19 restrictions this meeting was conducted by video-conference using Google Meet. Ht asked Governors to ensure that they were able to conduct the meeting in a secure and confidential environment away from family members.</p> <p>PW asked LW to close the meeting with a prayer.</p>	
1b	<p>Apologies</p> <p>Ht had received apologies from Rosie Cook (RC) who was working to get communications out to parents regarding the potential reopening of the school. These apologies were accepted.</p> <p>Quorum status was confirmed.</p>	
2	<p>Declaration of Pecuniary Interests relating to agenda items</p> <p>No one present expressed any pecuniary or business interests in any agenda item.</p>	
3	<p>Minutes of the last meeting, incomplete actions and matters arising</p> <p>The minutes of the meeting held 19 November 2019 (copy on file) were agreed as a correct record and RS would arrange to have them signed by PW. Copy to be sent to Governor Services and placed on the school website.</p> <p>Due to the Covid-19 restrictions governing bodies have been advised to conduct only urgent business. All outstanding actions have been deferred until normal operations can be resumed to allow school staff to focus on urgent matters only. The following outstanding items will be</p>	RS

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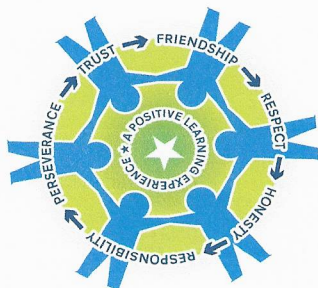
	<p>dealt with in due course;</p> <p><u>Competency Questionnaires</u> remain overdue from KP and HP. PW confirmed that this would be deferred for the new Chair to take forward.</p> <p><u>Parent Governor Position</u> – KP confirmed that this position had been advertised in the newsletter. One person had expressed preliminary interest in the position. This would be taken forward by PW as appropriate.</p> <p><u>IT Hardware Replacement Strategy</u> – KP reported that funding for this trial was still available; however a suitable product has not yet been sourced.</p> <p><u>School Visit Procedure, Plan and Progress</u> - RS confirmed that Governors were using the new template to submit reports. Visits had been conducted according to the schedule but were currently deferred. Work to record the recommendations and progress was ongoing.</p> <p><u>Governor Visit sign in</u> – RS confirmed this item as ongoing.</p> <p><u>Amazon Wishlist for Books</u> – Ht confirmed this item as ongoing</p> <p><u>External Safeguarding Audit</u> – KP confirmed this item as ongoing as an independent auditor was being sourced.</p> <p><u>Pay Policy</u> – PW had made amendments to the policy. KP agreed to review this to finalise the document.</p> <p><u>Attendance Policy</u> – PW had contacted SSIS regarding the policy and now recommended that a joint working group should be established to conduct future revisions of the policy. This would ensure that any revisions could be agreed and approved in a timely fashion. This could be done as a videoconference. Any revision of this guidance should be done in September 2020.</p> <p>All other actions had been completed, proved not to be required or will be covered by agenda items.</p>	<p>RS</p> <p>PW</p> <p>KP</p> <p>RS</p> <p>RS Ht Ht</p> <p>PW/KP</p> <p>RS/PW</p>
4	<p>Matters Arising</p> <p>None</p>	
5	<p>Ht Report – planning for reopening</p> <p>Ht presented her plans for the potential return of the Yr6 cohort on 1st June 2020 and a copy of her letter to parents was reviewed by Governors. Parents had been contacted to ascertain which children</p>	

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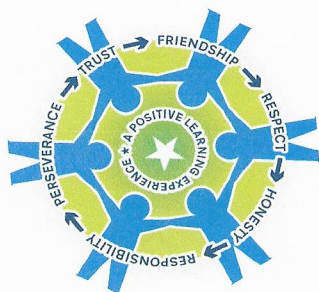
	<p>intended to return and how many would continue to shield at home. 53 respondents confirmed that their child would return to school. This allowed the school to plan for the numbers of teaching staff and classrooms to accommodate the children safely with the required social distancing set up. The school will be closed on Wednesdays to allow for a deep clean to take place. Children would be kept strictly in groups of 7-10, with their own dedicated teacher and TA, sitting at a desk with their own separate equipment in a tray. No catering was planned and children would be required to bring in a packed lunch that they will eat at their desk.</p> <p>AR-G queried the loss of income from not providing catering during this period. Ht confirmed that this had already been included in the budget. Classes would have staggered start and end times to ensure that social distancing can be maintained outside the school. A Lunchtime Supervisor had been enlisted to ensure that teachers were able to get a break during the day.</p> <p>A recovery curriculum was planned which included mindfulness and preparation for secondary school. Thrive support would also be readily available.</p> <p>Ht was conscious of the proximity of SSIS and had planned to have all SSJS children enter school by the entrance at the top of the playground. 2 metre distancing would be marked inside and outside of the school.</p> <p>DH queried whether the 37 non-returning children had responded with a clear no or had not responded at all. Ht confirmed that she had followed up wherever this was unclear and the school had confirmed to all parents of non-returning children that 2 weeks' notice would be required before school was able to accept any additional children.</p> <p>Ht reported that she would be writing to Yr 6 pupils and other children to keep them up to speed on what was happening at the school. This was in addition to the letter (copy on file) that would shortly be sent to Yr 6 parents.</p> <p>CB complimented Ht on the clear, succinct and impressive letter. Ht noted that it had been written by RC.</p> <p>AR-G queried the protocols in place for in case someone test positive for Covid-19. Ht confirmed that the entire group would be sent home to self-isolate for 14 days. PW referred AR-G to the lengthy risk assessment held on file that had been updated by KP.</p> <p>HP noted that there was potential for more parents now trying to get back to work to request that their children to return to school. Ht confirmed that increasing numbers of key worker children will affect the</p>	
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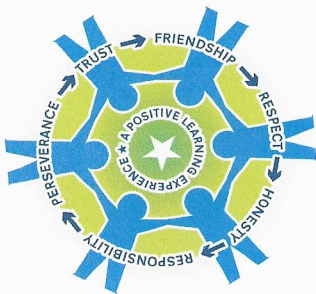
	<p>number of other pupils that the school could accommodate under current social distancing rules.</p> <p>NR asked Ht if she was happy for more pupils to return to school in the coming weeks. Ht noted that she had been in touch with other Headteachers last week and that her concern was purely with the wellbeing of her pupils and staff. This would be reviewed on a weekly basis.</p> <p>LW asked how Governors may be able to help the school at this time. Ht confirmed that assistance would be appreciated with preparing the school for reopening. RS would email Governors about getting involved.</p> <p>PW recognised the extraordinary efforts of all the staff at the school over the past weeks and asked that Ht accept the thanks of the Governors and to pass thanks to all staff.</p> <p>Ht will provide further updates to Governors on a fortnightly basis. The first report will be 2 weeks following the reopening of the school.</p>	<p>RS</p> <p>Ht</p>
6	<p>Approval of the 2020/21 Budget and Staffing Structure</p> <p>PW advised the meeting that the 2020/21 Budget (copy on file) and Staffing Structure had been reviewed by the Finance & Resources committee. It was now presented for endorsement by the Full Governing Body.</p> <p>Governors formally accepted the Budget and Staffing Structure by a unanimous show of hands.</p>	
7	<p>Membership Matters and Succession Planning for role of Chair</p> <p>PW advised that the Governing Body was in need of the following members;</p> <ul style="list-style-type: none"> • One Local Authority Governor following the resignation of Dave Hanks • One Foundation Governor following the resignation of Marianne Saunders • One Parent Governor <p>The Governing Body had taken the relevant steps to try to attract candidates to each position.</p> <p>PW reaffirmed his plans to retire from the position of Chair by September 2020. He asked Governors again to consider running for the position. No deadline was set for Governors. To date no Governor had expressed an</p>	

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	interest in this role.	
8	<p>Any other Business</p> <p><u>Governors' Activities during Lockdown</u> – PW had hoped that there may be elements of the Governance Improvement Plan that could be continued throughout lockdown. On review of the document it was clear that the majority of the items required either access to the school and Ht which was not possible. It had been agreed earlier in the meeting that the review of capabilities should be the responsibility of the new Chair once appointed in September.</p> <p>Governors were still able to undertake training as required.</p> <p>It was agreed by Governors that the Community & Ethos committee would meet via videoconference on 30th June 2020. There would be a focus on safeguarding and wellbeing. The Full Governing Body meeting scheduled for 14th July would also take place. RS had drafted provisional dates for the 2020/21 meeting schedule. This would be circulated to all Governors.</p> <p><u>Appointment of Deputy Head</u> – Governors had previously been consulted via email about the appointment of Rosie Cook (RC) as Deputy Headteacher. This appointment had been supported and was now formally endorsed by a unanimous show of hands.</p>	<p>RS</p> <p>RS</p>
9	<p>Date of next meeting</p> <p>Date of next meeting confirmed as 14 July 2020 at 5.30 pm. Governors would meet via videoconference.</p>	
	A prayer was offered by LW at the close of the meeting. The meeting closed at 6.30pm.	

These minutes have been agreed as an accurate account of the meeting of the Full Governing Body of Stephen's Church of England Junior School.

SignedP.J.Webb.....

Date

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